

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 3, 1989

ALL-COUNTY LETTER NO. 89-02

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISED FOOD STAMP PROGRAM EXPEDITED SERVICE QUARTERLY
STATISTICAL REPORT

REFERENCE: ALL-COUNTY LETTER NOS. 88-49 and 88-130

The purpose of this letter is to transmit a copy of the revised Food Stamp Program Expedited Service (ES) Quarterly Statistical Report, DFA 296X (12/88). Although reporting requirements have not changed, revisions to the form and instructions were necessary to enhance form continuity and include additional information in the reporting instructions.

The following form changes should be noted:

- o Instructions for completing the DFA 296X are no longer on the back of the form.
- o Reference to cells have been changed to line items. This was done to be consistent with forms currently in use.
- o Reference to "County Welfare Department (CWD) only" caused delays in providing ES in the established timeframes (the third day following the date of application) has been deleted. This reference was unnecessary since all applicant caused delays in receiving benefits within the established ES timeframes are reported as not entitled to ES; all other delays will be CWD caused.
- o The line item requesting the number of applications approved and benefits issued "in 1 to 5 days" has been changed to "in 4 to 5 days." Since the form already has a line item requesting the number of applications approved and benefits issued "in 1 to 3 days," asking for information in 1 to 5 days was unnecessary.

Revisions to the instructions for the 296X were minor (see Attachment B). Most of the changes occurred to complement the revised form.

In addition to the minor changes, the instructions now include information regarding certain reporting situations:


- o How to report an applicant who does not receive ES benefits within the established timeframes due to his/her own delays.
- o How to report households who are entitled to ES but due to prororation of benefits receive zero benefits in the initial month.

See Attachment B for further instructions regarding the above reporting situations. Please keep these instructions on file until further notice or receipt of Division 26, Section 312 handbook instructions.

Additional ES information regarding the reporting procedures used when dealing with recertifications can be found in All-County Letter 88-130, dated September 29, 1988.

Reporting on the revised DFA 296X will begin immediately. Counties may photocopy the attached form and use it for reporting purposes until a State Department of Social Service warehouse supply is available. The new form will be available in pads of 25 by February.

If you have any questions regarding the above information, please call Mr. Anthony Armenta of the Statistical Service Section at (916) 323-4942 or ATSS 473-4943.


DENNIS J. BOYLE
Deputy Director

cc: CWDA

Attachments

**FOOD STAMP PROGRAM
EXPEDITED SERVICE
QUARTERLY STATISTICAL REPORT**

Department of Social Services
Statistical Services
744 P Street, M.S. 19-81
Sacramento, CA 95814

COUNTY	COUNTY CODE	STATE USE ONLY
QUARTER ENDING (Month, Day, Year)		

PART A. REQUESTS FOR EXPEDITED SERVICE

1. Pending from prior quarter (Item 5 of last quarter or explain)		1
2. Received during quarter		2
3. Total on hand for the quarter [Sum of 1 and 2]		3
4. Total disposed of during the quarter [Sum of 4a and 4b below]		4
a. Total entitled to expedited service [Sum of 4a(1) thru 4a(3) below]	5	
Benefits issued:		
(1) In 1-3 days	6	
(2) In 4-5 days	8	
(3) In over 5 days	10	
b. Total not entitled to expedited service [Sum of 4b(1) and 4b(2) below]	12	
(1) PAFS	13	
(2) NAFS	14	
5. Pending at end of quarter [Difference of 3 and 4 above]	15	

PART B. APPLICATION COMPLIANCE INFORMATION

6. Number of households discontinued due to recipient's failure to complete application process for on-going benefits during the report quarter [Sum of 6a and 6b below]	16
a. PAFS	17
b. NAFS	18

PART C. TO BE USED ONLY UPON INSTRUCTIONS FROM SDSS

REPORT PREPARED BY:	TELEPHONE:	DATE:
	()	

Item 6

Enter the number of cases discontinued due to the recipients' failure to complete the application process for ongoing benefits. For example, when an applicant fails to provide requested information and/or postponed verification, failure of a one-person household to provide or apply for SSN, etc. This item will equal the sum of Items 6a and 6b.

Item 6a

Enter the number of public assistance cases discontinued due to the recipients' failure to complete the application process for ongoing benefits.

Item 6b

Enter the number of nonassistance cases discontinued due to the recipients' failure to complete the application process for ongoing benefits.

FOOD STAMP PROGRAM EXPEDITED SERVICE STATISTICAL REPORT
FORM STAT 40 (10/88)

This report shall cover county activities relating to the processing of requests for Expedited Service (ES) for food stamps during the report quarter. Each county shall prepare one original copy to be submitted to the State Department of Social Services by the twentieth calendar day of the month following the report quarter.

GENERAL INSTRUCTIONS:

PART A.

Item 1

Enter the number of requests pending a determination as of the last day of the prior quarter. This item will equal Item 5 of last quarter or an explanation must be provided.

Item 2

Enter the total number of requests received during the report quarter.

Item 3

Enter the total number of requests available for processing during the report quarter. This item will equal the sum of Items 1 and 2.

Item 4

Enter the total number of requests processed during the report quarter. This item will equal the sum of Items 4a and 4b.

Note: Item 4a will include households who were entitled to ES but due to proration of benefits received zero benefits in the initial month.

Item 4a

Enter the total number of requests in which it was determined that the case was entitled to expedited service during the report quarter. This item will equal the sum of Items 4a(1), 4a(2) and 4a(3).

Item 4a(1)

Enter the number of applications approved for ES and where benefits were issued within 3 days following the date of application. Provide PAFS and NAFS values.

Note: The following items, 4a(2) and 4a(3), can only be the result of a County Welfare Department caused delay. Applicant caused delays (beyond 3 days) will be treated as non-entitlement to ES and reported on line Item 4b.

Item 4a(2)

Enter the number of applications approved for ES and where benefits were issued on the fourth or fifth day following the date of application. Provide PAFS and NAFS values.

Items 4a(3)

Enter the number of applications approved for ES and where benefits were issued beyond five days following the date of application. Provide PAFS and NAFS values.

Item 4b

Indicate the number of requests in which it was determined that the case was not entitled to ES. This item will equal the sum of Items 4b(1) and 4b(2).

Item 4b(1)

Enter the number of requests in which it was determined that the public assistance case was not entitled to ES.

Item 4b(2)

Enter the number of requests in which it was determined that the nonassistance case was not entitled to ES.

Item 5

Enter the number of requests pending at the end of the report quarter. This item will equal the difference of Items 3 and 4.

PART B

Note: Item 6 should reflect the number of households discontinued during the report quarter; it is not dependent on the quarter in which the request for ES was made.

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



January 3, 1989

ALL COUNTY LETTER NO. 89-01

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TREATMENT OF WORK STUDY INCOME IN THE FOOD STAMP PROGRAM

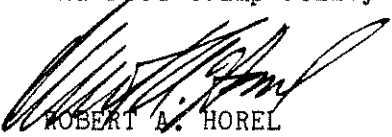
REFERENCE: ALL-COUNTY LETTER NO. 87-98 DATED JULY 1987

The USDA Food & Nutrition Service has provided a policy clarification on the treatment of work study income, which is contrary to their previous position and the policy interpretation provided in ACL No. 87-98. The new clarification specifies that work study income, minus allowable exclusions, be treated as EARNED INCOME. Therefore, effective with the 1988-89 school year all countable work study income should be given the earned income deduction.

If a household receives work study income and other educational grants and/or loans, the CWD shall apply allowable exclusions to other grants and/or loans first. Remaining exclusions, if any, should then be applied to work study income.

Since most households receive fluctuating work study income each month, the CWD shall subtract exclusions from the income as it is received monthly and count remaining work study income as earned income only when the exclusions have been exhausted. The portion of work study income excluded under M.S. 63-502.2(d) or (f) shall not be included for purposes of computing the earned income deduction (M.S. 63-502.32).

Please direct any questions regarding this notice to Kathie Birmingham of the AFDC and Food Stamp Policy Implementation Bureau at (916) 322-5330 or ATSS 452-5330.


ROBERT A. HOREL
Deputy Director

cc: CWDA